



# BUILD YOUR PRACTICE CONFERENCE & EXHIBITION

## THE LIFE CYCLE OF YOUR PRACTICE

9.00am	PRESIDENT'S WELCOME	
9.15am	PLENARY 1: WHY PRIVATE PRACTICE?	
10.00a	MORNING BREAK - 10:00AM-10.30AM	
	A: MAKING DECISIONS & MEETING STANDARDS	B: RUNNING A SUCCESSFUL PRACTICE
10.30am	A1: SETTING UP IN PRIVATE PRACTICE	B1: RECORDS MANAGEMENT
11:15am	A2: FINANCIAL CONCEPTS FOR YOUR PRACTICE	B2: BILLING, CLAIMS AND PAYMENTS
12.00pm	A3: MANAGING YOUR RISKS	B3: MARKETING YOUR PRACTICE
12.45pm	LUNCH BREAK - 12.45PM - 1.45PM	
	C: MANAGING YOUR PEOPLE	
1.45pm	C1: RECRUITMENT - EMPLOYING THE BEST PEOPLE	
2.15pm	C2: MANAGING YOUR PEOPLE	
2.45pm	C3: HAVING DIFFICULT CONVERSATIONS & MAINTAINING YOUR WORKPLACE HEALTH	
3.15pm	AFTERNOON BREAK - 3.15PM - 3.45PM	
	D: PRACTICE IT	
3.45pm	D1: IT SYSTEMS FOR PRACTICE EFFICIENCY	
4.30pm	D2: CYBER SECURITY	
5.15pm	THANK YOU TO GUESTS & SPONSORS CONFERENCE CLOSE	

**9AM - 5.15PM | SATURDAY 22 SEPTEMBER 2018**  
**MELBOURNE CONVENTION AND EXHIBITION CENTRE**

**TO REGISTER, VISIT [AMAVIC.COM.AU/EVENTS/BYP](http://AMAVIC.COM.AU/EVENTS/BYP)**